

## Mark Your Calendar!

### Timely Reporting of June Payrolls



At the end of the fiscal year, we have a stringent deadline to provide our actuary precise salary data for the System's actuarial valuation for the period July 1, 2010 through June 30, 2011. For MainePERS to meet the required timeframe, we must receive all payroll reports, covering the payroll period through June 30, 2011, in our office no later than July 15, 2011.

If you anticipate delays in reporting your June payroll data, please contact Employer Services as soon as possible. You can reach us by calling 1-800-451-9800 or e-mail [Employer@mainepers.org](mailto:Employer@mainepers.org).

## Grant-Funded Teacher Rate Revised

Based on the budget approved by the Legislature, the grant-funded teacher rate for the fiscal year beginning July 1, 2011 is 14.32%.

The retiree health insurance portion paid to the Office of State Employee Health & Benefits is not included in the 14.32%. You will receive information directly from the Office about the retiree health insurance rate for the upcoming fiscal year.



## Employer Self Service - Reporting Reminder Reporting Only Valid Personnel Status (PSC) Codes

Time to review your membership forms and payroll reports to make sure you are using the correct codes! There are only eight valid PSC codes.

11 - Full Time	17 - Project/Intermittent FT & PT
12 - Part Time	52 - Insurance Only - Retired
14 - Seasonal	53 - Retiree Return to Work
15 - Seasonal Part Time	65 - Insurance Only - Active

Currently, when you report using one of the old codes, (i.e., 61 for substitute teacher instead of 17), MainePERS makes the correction for you. When you begin reporting through Employer Self Service (ESS) in October, we will no longer be able to do this. If you report an invalid code, an error will occur which will stop your file from processing.

Click [here](#) to view the March 2008 Employer Update for the PSC conversion list.

**Employer Self Service Goes Live in October 2011**



## When an Employee Retires

Summer is the busiest time of year for processing retirements and we expect this summer to be our busiest ever. Here is some information about the retirement process and the important part you play.



### Employee

- Your employee must contact MainePERS to collect a retirement benefit. If they are eligible, we provide a benefit estimate containing information with which they can make an informed decision. We recommend employees request an estimate between 12 and 6 months before they plan to retire.
- When your employee decides to retire, s/he must complete and return a Service Retirement Application, and other associated forms, to MainePERS. These forms contain information we need from the employee to process their retirement benefit. We recommend employees submit their retirement application three months before their retirement date.

### Employer

After your employee submits a Service Retirement Application to us, we contact you by e-mail asking you to complete the following forms:

- [Employer Preliminary Benefit Certification Form](#) - We may not have all of the information readily available to finalize your employee's benefit on the day it becomes effective. This form contains information that allows MainePERS to begin paying your retiree on a preliminary basis. It's important to note that you should submit this completed form to us as soon as possible after the employee's termination date - but, never before.
- Vacation/Sick Leave Form - ([CL-0050 - Teacher](#), [CL-0051 - PLD](#), [CL-0052 - State](#)). This form provides us with information on your employee's final pay as well as unused vacation or sick time, if applicable. The information on this form helps us determine the exact benefit due your employee. Like the Employer Preliminary Benefit Certification Form, submit the completed Vacation/Sick Leave Form to us as soon as possible after the employee's termination date - but, never before.
- Teacher and PLD employers are also asked to complete a [Transfer In or Personnel Status Change Form](#).

When your employee retires, you can find all the required forms on our website, [www.maineopers.org](http://www.maineopers.org). Please contact MainePERS with questions by calling 1-800-451-9800 or e-mailing [retirement.services@maineopers.org](mailto:retirement.services@maineopers.org).

### Interest on Late Teacher and PLD Payrolls

Effective with your July 2011 payroll remittance due August 15, 2011, the interest rate on late payroll filings and payments will be 7.25%. This is the same rate MainePERS charges for other employer and member accounts receivable. We appreciate that employers are almost always timely in submitting reports and payments.

### Life Insurance Matters

**Do you have teacher members retiring effective July 1st?**

No need to pay GLI premiums for July and August for those teacher members who choose July 1, 2011 as their effective date of retirement.